

LEGAL NOTICE REQUEST FOR QUALIFICATIONS

Pursuant to the rules and regulations set forth in the Workforce Investment Act and other education and training grants, the Suffolk County Department of Labor (SCDOL), an equal opportunity employer, hereby solicits proposals for **Employment Related Services**. Proposals are also hereby solicited for services which can be provided in a bi-lingual format. These services include, but are not limited to the following:

1. **Introduction to Computer Workshop** - Group workshops must be designed and presented to provide customers with a familiarity with the PC utilizing the Windows operating system. Upon completion of the Workshop, participants should be prepared to go on to courses in Word, Excel or other applications. Workshops will be presented at SCDOL sites utilizing individual PC workstations.
2. **Career Workshops** – Career Workshops will allow customers to sign-up for topics pertinent to their career development and individual employment plans. Proposers are asked to design services that can be provided to groups of three (3) or more individuals at a time. Workshops should be available on a flexible schedule based on customer demand.
3. **Testing Services** - Should include but not be limited to career assessment testing, aptitude testing, vocational/interest testing and personality testing. These tests may be done in a group or one-on-one basis.
4. **Other Services** - Information described in "Career Workshops" may be appropriate to provide on a private, one-on-one basis with individual customers.

In addition to the services requested in this announcement, proposers are encouraged to also describe other pertinent employment related services they can offer. The SCDOL reserves the right to subsequently select and fund such services as needed.

All proposals are subject to current and future Federal and New York State legislation and the rules and regulations promulgated thereunder. Applications will be accepted from public and private training institutions, educational entities, private sector employers, labor organizations, community based organizations and other entities who demonstrate effectiveness and are interested in providing these services.

In choosing service deliverers, consideration will be given to facility locations, accessibility to those with disabilities, proximity to public transportation, past experience and price per unit of service in addition to other criteria.

A Request for Qualifications (RFQ) package may be obtained from the SCDOL website www.suffolkcountyny.gov/labor or by contacting SCDOL at (631) 853-6582, Monday through Friday between the hours of 8:30 a.m. and 4:00 p.m.

Completed proposals must be received by April 27, 2012 in order to be considered for initial funding. Completed proposals should be mailed to:

**Mr. Marc Bossert
Suffolk County Department of Labor
P.O. Box 1319
Smithtown, New York 11787-0895**

Or hand delivered to:

**Mr. Marc Bossert
Suffolk County Department of Labor
725 Veterans Memorial Highway
Hauppauge, NY 11788**

Applicants are advised that all services requested in the RFQ shall be provided to eligible individuals recruited and referred by Suffolk County's One-Stop Center.

PLEASE NOTE:

The RFQ does not commit the SCDOL to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies.

The SCDOL reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFQ if it is in the best interest of the County, the funded program, or the Department to do so or to request further information from any applicant.